

SUPERVISOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible technical positions, the primary duties of which include overseeing all emergency medical care given on an assigned shift and conducting classes to enable department personnel to acquire or retain their Emergency Medical Technician certification. Employees of this class maintain all records required to document emergency medical services provided by the department. The incumbents of this class also supervise and evaluate the performance of all fire suppression personnel assigned to staff emergency medical vehicles or provide emergency medical care at the scene of a fire or other emergency, perform public relations duties, and assist the Assistant Chief of Emergency Medical Services in performing administrative duties required to operate the Emergency Medical Services Division. Employees of this class perform assigned duties without supervision having the authority to work independently, receiving special assignments from and have work reviewed by the Assistant Chief of Emergency Medical Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer injured to a hospital or other emergency care facility. Uses appropriate communications or medical equipment while administering emergency medical services or in transit to the hospital or other emergency care facility. Incorporates the principles of the Incident Command System. Participates in operations at mass casualties and follows triage procedures. Provides assistance at the scene of hazardous material incidents.

Supervises fire suppression personnel operating emergency medical vehicles or providing emergency medical care. Assists the Chief and/or Assistant Chief of EMS by evaluating work performance, reviewing written medical reports, assigning duty areas to assigned line personnel, and resolving complaints related to the operation of emergency medical services. Discusses work performance with subordinates and superiors and assists in the recommendation of disciplinary action when necessary. Provides assistance in technical areas of work.

Personally completes forms, reports and records on emergency medical operations as required and files forms and records according to departmental procedures. Assists in determining what information should be included in divisional records and determines in what for this information should be kept. Ensures that emergency medical services records such as personnel records, patient care records, and records of activity are accurate. Reviews and supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records.

Oversees the general care, maintenance, and use of all fire department emergency medical communications equipment, apparatus and other related property. Assists in purchases or recommendation of the purchase of equipment and supplies, keeping such purchases with the established budget. Recommends policy decisions to the proper authority including requests for and placement of equipment. Maintains inventory of all medical supplies needed by the department, submits orders for supplies, provides for the storage of supplies, and dispenses supplies to medical personnel. Arranges for repairs and maintenance of all emergency medical services property, equipment, or operating systems and inspects equipment after repair to see that repairs were properly accomplish.

Assists in the development of a training program for the division and determines that such program is properly staffed and supplied with training resources and assembles teaching material. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Conducts formal training classes required to prepare department members for certification in emergency medical services, and provides for on-the-job or informal training sessions for fire suppression personnel. Participates in training exercises to practice acquired skills and to learn new techniques in the areas of emergency medical care and basic fire fighting. Observes at the emergency scene in order to correct errors or to incorporate needed changes into the training program.

Promotes a positive public image of the fire department and the emergency medical services division. Answers questions from the public about emergency medical services. Takes complaints concerning emergency medical personnel or operations, investigates the circumstances surrounding the complaint, and makes a recommendation on handling the complaint. Serves as a liaison between fire service medical operations and area hospitals, and communicates with other medical professionals.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must be certified as an Emergency Medical Technician-Paramedic.

BC	03-18-92
Rev	11-09-94
	11-04-04
	10-26-06
	08-22-07
	09-19-07
	04-09-09
	06-02-09
	01-12-11
	05-21-14